



From The Desk Of:

*Joseph E. Pozzo
Chief of Department*

TO: Department Personnel

FROM: Joseph E. Pozzo
Chief of Department

SUBJECT: Release of CAD Notes

DATE: April 7, 2009

It has come to my attention that the news media obtained a copy of a Fire-Rescue CAD report for a current high profile Sheriff's Office criminal investigation. I am not sure how this report was released, as this office did not receive a FOIA request nor did our PIO or ECC release it.

It is important to remember that CAD reports contain certain patient medical information that should remain confidential. Under the provisions of the Virginia FOIA, all or portions of this information may be redacted to protect this confidentiality upon release of a CAD report through a FOIA request.

Because of the way the County's 911 system is set up, Fire-Rescue personnel have access to notes that may contain very sensitive criminal investigation information. Fire-Rescue personnel must realize that any release of information of this type outside of the investigating agency may seriously affect that agency's ability to conduct its investigation and may ultimately adversely affect the outcome of the case.

It appears that an individual took it upon him or herself to release the CAD notes to a media outlet. Such a release is not authorized and the breach of confidentiality is taken seriously by Administration. Disciplinary action may be taken against any individual who is identified as being responsible for releasing CAD notes without authorization. Please consider all of this prior to releasing further reports that contain patient information or criminal investigative information. As always, you should refer any request of CAD reports to Fire Administration.

*Our Values
Teamwork, Integrity, Professionalism, Service*